

RECOGNITION POLICY

1. PURPOSE

- 1.1. Empyrean Education Institute (EEI) is required to offer Recognition of Prior Learning to all clients and to implement a system that ensures that all assessments (including recognition of prior learning) comply with the requirements of Training Packages and VET Accredited Courses, the Principles of Assessment (POA) and Rules of Evidence (ROE).

2. POLICY STATEMENT

- 2.1. EEI is committed to providing effective processes for Recognition options to all current and prospective clients.
- 2.2. EEI will ensure that:
- 2.2.1. It implements an assessment system that ensures RPL assessments comply with the assessment requirements of relevant Training Packages, VET Accredited Courses
 - 2.2.2. RPL assessments are conducted following the Principles of Assessment (POA)
 - 2.2.3. RPL assessments are undertaken following the Rules of Evidence (ROE)
 - 2.2.4. Recognition is offered to all clients on enrolment
 - 2.2.5. Clients are provided with adequate information and support to understand the processes involved in gathering reliable evidence to support their recognition claim.
 - 2.2.6. All Recognition applications are processed following the EEI Assessment Policy
 - 2.2.7. Appropriate recognition will be given to AQF Certification documentation issued by other RTOs

3. DEFINITIONS

- 3.1. The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2025
- 3.1.1. AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.
 - 3.1.2. AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.
 - 3.1.3. Assessment means collecting evidence and making judgements on whether competency has been achieved to confirm that an individual can perform to the

The standard is required in the workplace, as specified in a training package or VET-accredited course.

- 3.1.4. An assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure consistent assessments are based on the evaluation principles and the rules of evidence.
- 3.1.5. Authenticated VET transcript has the meaning given in the Student Identifiers Act 2014.
- 3.1.6. Competency means consistently applying knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
- 3.1.7. Module means a group of learning outcomes in a VET-accredited course for which it can be established that an appropriate unit of competency is impossible to develop.
- 3.1.8. Recognition of Prior Learning (RPL) means an assessment process that assesses an individual's competency/s that may have been acquired through formal, non-formal, and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.
- 3.1.9. Formal Learning refers to learning that occurs through a structured instruction program and is linked to attaining an AQF qualification or statement of attainment (for example, a certificate, diploma, or university degree).
- 3.1.10. Non-formal learning refers to learning that takes place through a structured instruction program but does not lead to attaining an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).
- 3.1.11. Informal Learning refers to learning that results from the experience of work-related, social, family, hobby, or leisure activities (for example, the acquisition of interpersonal skills developed through several years as a sales representative).
- 3.1.12. Registrar has the meaning given in the Student Identifiers Act 2014.
- 3.1.13. Statement of Attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
- 3.1.14. Unit of Competency means the specification of the standards of performance required in the workplace as defined in a training package.

4. POLICY PRINCIPLES

- 4.1. Recognition is available to anyone commencing or applying for a course with EEI.
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- 4.2. Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- 4.3. Recognition determines the advanced standing or 'credit' for a training program that the learner may be awarded due to prior knowledge, skills, and experience.
- 4.4. Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- 4.5. Recognition is an Assessment process and, as such, is subject to all provisions of the EEI Assessment Policy.
- 4.6. Recognition assessment decisions must comply with the Principles of Assessment and Rules of Evidence outlined in the Standards for RTOs and EEI Assessment Policy. (See Assessment Policy)
- 4.7. All clients may apply for formal recognition of existing competencies against an AQF qualification, accredited course, unit of competency or module that EEI is registered to deliver.
- 4.8. The candidate is responsible for demonstrating competence to the satisfaction of the assessors, including providing certification documentation.
- 4.9. Competency may be derived from many sources:
 - 4.9.1. Work experiences
 - 4.9.2. Work product
 - 4.9.3. Life experience
 - 4.9.4. Training programs offered by industry, private or community-based providers, which may or may not have been formally recognised
 - 4.9.5. Training programs are undertaken overseas (which may or may not be accredited in that country)
 - 4.9.6. Informal learning programs
- 4.10. Certification from another RTO
 - 4.10.1. Only accredited and approved assessors will conduct Recognition assessments on behalf of EEI (See Assessment Policy).
 - 4.10.2. Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
 - 4.10.3. Recognition applications and assessments are subject to fees as outlined in the EEI Schedule of Fees.

- 4.10.4. The minimum acceptable claim for recognition is a whole Unit of Competency/Module. Parts or components of a Unit of Competency cannot be recognised in isolation.
- 4.10.5. Certification documentation will not be issued until all relevant fees are paid in full (See Certification Policy).
- 4.10.6. Information on Recognition processes and arrangements is provided to all clients and prospective clients.
- 4.10.7. An applicant who has undertaken a course that is not competency-based can gain credit transfer into a competency-based course if the mapping of competency can be justified.

4.11. Mutual Recognition/ Credit Transfer

- 4.11.1. EEI will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO under the provision that the named RTO is registered on the National Register and is current. If an international student, the RTO is a registered CRICOS provider.
- 4.11.2. EEI recognises AQF certification documentation from other RTOs. Where certificates and/or transcripts are not available, VET transcripts issued by the Registrar are accepted. Once reviewed and verified for validity, credit will apply to all relevant units of competency/modules.
- 4.11.3. Mutual recognition applies when the certification documentation provided by the student contains the same national competency name and code as those that form part of the training and assessment program offered by EEI.
- 4.11.4. Certification documentation must be presented as either originals or certified copies of an original. All documents must be submitted and verified within one month of commencement. Original Certification documentation will be returned to the applicant.
- 4.11.5. Mutual recognition/credit transfer must be applied for and approved before a course/qualification commences. Applications up to 1 month after commencement will be considered, but not necessarily endorsed.
- 4.11.6. EEI is not obliged to issue an AQF qualification or Statement of Attainment achieved wholly through recognition of units and/or modules completed at another RTO or RTOs. (i.e., the client cannot complete their learning and assessment with another RTO and request EEI to issue the qualification under recognition).
- 4.11.7. The amount of recognition contributing to the issuance of certification documentation from EEI (i.e., using units/modules completed at other RTOs) is at the discretion of EEI.

- 4.11.8. If students wish to undertake refresher training in a unit/module for which they have previously been awarded recognition, they will be advised that completing the assessment is unnecessary. However, it may be offered as an option.
- 4.11.9. Where the recognised AQF qualification and attributed units/modules form part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
- 4.11.10. Fees will be reduced for each credit granted. Total fees will reflect the total credit granted.
- 4.11.11. The course duration will be reduced according to the total credit given. EEI and the student will determine and confirm the total duration before issuing the COE (See Recognition Procedure).
- 4.11.12. If credit is granted after the COE is given, a new offer letter and COE will be given to reflect the changes.
- 4.11.13. Students have the right to appeal a Recognition Assessment decision. (See Appeals Policy).
- 4.11.14. All documentation from Recognition processes is maintained following the Records Management Policy. (See Records Management Policy).

5. EMPYREAN RESPONSIBILITIES

- 5.1. The EEI A d m i s s i o n s M a n a g e r ensures compliance with this policy.
- 5.2. EEI Administration staff are responsible for correct and accurate enrolments following this policy and procedure.

6. RELATED LEGISLATION & REGULATIONS

- 6.1. The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'The National Code 2018'
- 6.2. Outcome Standards for Registered Training Organisations (RTOs) 2025
- 6.3. Education Services for Overseas Students Act 2000
- 6.4. Education Services for Overseas Students Regulations 2019